

**Advising Consultant Group**  
**March 23, 2015**  
**12:00 pm to 1:30 pm**  
**CUE 518**

**Members present:** Cynthia Castro, Megan Comstock, Kristy Gutierrez, Christie Kincaid, Suzanne Lambeth, Lisa Laughter, Lindsay Lightner, Jeremy Lessmann, Lindsay Lightner, Karla Makus, Amanda Morgan, Chris Oakley, Susan Poch, Ruth Ryan, Kasey Schertenleib, Tom Whitacre

**Guest:** Susan Fein, Global Campus

1. Review of the minutes

2. Blackboard for Advisors/Demo

The shell for the Advising page was shown with example links to different areas. The goal is for the navigational page to be standard for all advisors to assist students as they go from one advisor to another. The Blackboard would update with student advisor changes when Zzusi updates within 24 hours. Goal is to have a live demo during ALIVE training and ready for use by fall.

A sub-committee will be sought to assist with additional suggestions and advisor needs.

3. Committee Updates/Demo

a. Goal # 1 – Assessment of advising loads and work

The sub-committee has compiled categories with 24 essential core areas for a standard table of questions for advisors to answer. They hope to meet next week, have a form as a pilot program, and have advisors fill it in to see how it works.

b. Goal # 2.1 – Development of an advising syllabus template

The sub-committee is waiting for a statement from the Access Center geared toward the advising perspective. It will be sent out to the group when it has been received. Karla will also share her advising syllabus. On the advising web site, a template and sample of a syllabus could be made available for those who wish to use it.

Concern: The committee talks about consistency for the student yet are referring to items as being optional. Where is the consistency in that?

c. Goal # 2.2 – Develop an org chart for advising at WSU

Chris handed out the model of the org chart. It was started out for the Pullman campus only but branch campus' can include themselves in. A link will be sent to the group and feedback is welcome. The org chart shows the role ACG has within the structure.

Next step: do suggested corrections, send out to group, and then share with UAAEC

d. Goal # 3 – Activate WSU email as official email for students

The sub-committee has been in discussion. A proposal will go forth to UAAEC and they will make a recommendation to the Provost to put forth an executive policy. The Provost will then share with Deans and Associate Deans for feedback.

4. Website demo

Jeremy Lessmann provided a demonstration of what has been completed on the new [advising.wsu.edu](http://advising.wsu.edu) website. Information regarding UAAEC and ACG will not be available to students. They are discussing an effective way for updating the information to flow into the web pages besides having someone maintaining it all the time.

5. Other/next meeting agenda items?

ACG information on the Faculty Senate Committees page needs to be updated as the functions have changed as well as committee members.

Advising Holds: UAAEC would like to know what the committee would like to do and what ACG's goal is. Student Financial Services is working with University Receivables and Dining Services in having a positive indicator students have Financial Aid coming to them. University Receivables and Dining Services would take the positive indicator as a promise of payment and drop their holds.

Meeting adjourned at 1:29.